



DEVELOPMENT SERVICES
DEPARTMENT

276 Fourth Avenue Chula Vista CA 91910

619-691-5021

619-691-5171 FAX

PREREQUISITES TO OBTAINING A CONSTRUCTION PERMIT

FORM 5515

The following items are to be completed before a Construction Permit may be issued:

If improvements involve the installation of missing curb, gutter and sidewalk (fifty feet or more), storm drain, or public sewer, plans must be prepared by a registered civil engineer and submitted to the City for approval per the City's Subdivision Manual.

- ☐ If dedication of street, storm drain, or sewer easements are necessary, the legal description and plat of easement must be submitted for review and approval, and City's grant deed form must be executed by owners (signed by all legal owner(s) with all signatures notarized).
- ☐ Improvement plans prepared on Mylar, with Chula Vista's standard title block, under the direction of a registered civil engineer, submitted for the City's review and approval. Plans are to show plan and profile of existing and proposed conditions. Title sheet is to contain all applicable standard notes and work to be done.
- ☐ Street cross-sections at 25-foot intervals showing existing and proposed elevations are to be submitted.
- ☐ Submittal of a plan-check deposit, depending on plan complexity (minimum amount of **\$3,000.00**).

After plans are approved (if plans are required) and grant-of-easement deeds are signed by your company and accepted by the City (if dedication is required), submittal of the following additional items are required to obtain the Permit:

Applicable Fees and Bonds

- ☐ A permit fee in the amount of **\$200.00**.
- ☐ A bond in an amount equal to **110%** of the approved estimate is to be submitted to this department. Bond may be in the form of:
 - ◆ U.S. Currency,
 - ◆ Certified cashier's check
 - ◆ Letter of Credit from a local institution.
 - ◆ Surety Bond
- ☐ An inspection fee in the amount of **\$240.00** for construction cost of equal or less than \$10,000.00. Construction cost of greater than \$10,000.00 will be full cost recovery.
- ☐ A traffic control fee (if necessary) in the amount of **\$210.00**.

- ☐ Contractor is to complete all necessary application forms at the Engineering counter.

- ☐ A traffic control plan is to be submitted for review and approval by the Traffic Section of this department prior to issuance of Permit. Please allow a minimum of two working days for this process.

- ☐ Contractor is to provide City with a Certificate of Insurance in the following amounts of liability, in accordance with the "Green Book" (Certificate is to name City of Chula Vista as "the Certificate Holder" and "Additional Insured"):
 - ◆ Bodily injury:
 - \$500,000 each person
 - \$1,000,000 each occurrence
 - \$1,000,000 aggregate products and completed operations
 - ◆ Property damage
 - \$250,000 each occurrence
 - \$500,000 aggregate

(A combined single limit policy with the aggregate limits in the amount of **\$2,000,000** will be considered equivalent to the required minimum.)

- ☐ Contractor must show proof of licensing to do the work. The following licensed contractors may do work in the City right-of-way:
 - ◆ Type "A" (Engineering);
 - ◆ Type "B" (General), may do street work, *only* if doing on-site building work under a valid Building Permit;
 - ◆ Type "C-8" (Concrete) for concrete work only; or;
 - ◆ Type "C-12" (Paving) for placement or excavation and replacement of asphaltic concrete paving.

For any questions regarding Construction Permits, please contact the Engineering Permit Section at (619) 691-5024.